



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: May 14, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	1.7	Risk Management	1	05/01/08	None
New Policy outlines procedures and responsibilities for development of DCS Risk Management Plan . Major policy review required					
2.	1.18	Uniformed Employees Grooming Requirements and Provisions for Uniforms	1	05/01/08	CS-0600, Acknowledgement of Uniform Requirements and Payroll CS-0602, Uniform Replacement Request

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

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	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Policy revisions for 1.18: Policy revised to correct title of form CS-0600.					
3.	3.2	Overpayments Made to Adoption Assistant Parents	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
4.	3.3	Overpayments Made to Foster Parents	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
5.	3.5	Wraparound Funds	3	05/01/08	FA-0080, State of Tennessee Claim For Travel Expenses
*Policy updated as stated above. Minor policy review required.					
6.	3.8	Receipt of Cash Items	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
7.	3.10	Coverage for Personal Property Loss and Damage	3	05/01/08	TR-0236, Claim For Damages, State of Tennessee, Division of Claims Administration
*Policy updated as stated above. Minor policy review required.					
8.	3.12	Petty Cash Fund	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					

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9.	3.16	Reimbursements for Employee Expenses	3	05/01/08	FA-0080, State Of Tennessee Claim for Travel Expenses FA-0081, Reimbursable Expense Statement
*Policy updated as stated above. Minor policy review required.					
10.	3.17	Youth Development Center Trust Fund Accounts	3	05/01/08	CS-0020, Trust Fund Transmittal CS-0173, Personal Withdrawal Request CS-0174, Analysis of Trust Fund Account CS-0305, Commissary Order
*Policy updated as stated above. Minor policy review required.					
11.	3.18	Loss or Damage of Personal Property of Youth in Juvenile Justice Facilities	3	05/01/08	TR-0236, Claim For Damages, State of Tennessee, Division of Claims Administration
*Policy updated as stated above. Minor policy review required.					
12.	3.19	DCS Group Home Trust Fund Accounts	3	05/01/08	CS-0020, Trust Fund Transfer CS-0173, Personal Withdrawal Request CS-0174, Analysis of Trust Fund Account CS-0389, Group home Facilities Allowance Request
*Policy updated as stated above. Minor policy review required.					

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13.	3.20	Sale of Goods Produced by Youth at YDCs	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
14.	3.21	Commissary or Canteen Privileges for Youth in YDCs	3	05/01/08	CS-0305, Commissary or Canteen Order
*Policy updated as stated above. Minor policy review required.					
15.	3.22	Internal Monitoring of Fiscal Activities in Juvenile Justice Facilities	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
16.	3.23	Management of Federal Benefits	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
17.	3.24	Fees From Youth for Services Rendered in Juvenile Justice Facilities	3	05/01/08	CS-0173, Trust Fund Account - Personal Withdrawal Request
*Policy updated as stated above. Minor policy review required.					
18.	3.26	State Funded Youth Allowances-Incentive Allowances	3	05/01/08	CS-0389, Youth Allowance Request
*Policy updated as stated above. Minor policy review required.					
19.	3.27	Fiscal Adm Process for Programs and Services	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					

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20.	3.29	Disbursements	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
21.	3.30	Dual Services Performed by a State Employee	3	05/01/08	None
*Policy updated as stated above. Minor policy review required.					
22.	3.31	Social Security Payments for Youth on Trial Home Visits	3	05/01/08	CS-0476, Notification of Change of Circumstances CS-0478, Certification And Authorization For Release Of Current SSA, SSI Or Trust Fund Benefits For Home Trial Visits CS-0568, Trial Home Visit Authorization To File For Representative Payee
*Policy updated as stated above. Minor policy review required.					
23.	4.9	Employee Disciplinary Actions	4	05/15/08	None
Summary of Policy revisions for 4.9: *Policy updated as stated above; Supersedes DCS 4.9, 02/01/02; 4.11, 02/01/02; 4.12, 02/01/98; 4.11 and 4.12 incorporated into 4.9 and deleted from Chapter 4. Major policy review required.					
24.	27.12	Central Operating Center, Perimeter Security, Control of Security Devices and Security Logs at YDCs	27	05/01/08	None
Summary of Policy revisions for 27.12; *Policy updated as stated above; Supersedes: DCS 27.12, 04/01/05, 27.13, 04/01/05, 27.17, 04/01/05, 27.30, 07/01/98. Policies 27.13, 27.17 and 27.30 incorporated into 27.12. Policies 27.13, 27.17 and 27.30 deleted from Chapter 27. Major policy review required.					

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